

INFORMATION FOR LIVE SCAN FINGERPRINTING FOR CHILD CARE, ADOPTIVE/FOSTER PARENTS

The North Carolina Department of Health and Human Services has specific requirements for law enforcement agencies that have been authorized to submit fingerprints electronically to the State Bureau of Investigation (SBI) for child care and adoptive/foster parents.

The Agency is to request that the individual present the following forms before being accepted for fingerprinting. *The individual is required to complete the forms before coming to your agency.*

- A completed and signed (in 2 areas) *Electronic Fingerprint Submission Release of Information (on SBI letterhead)* form. Sample copies of the forms are attached to this notice.
- A completed *Applicant Information* form. Samples of these forms are also attached.
- All child care providers, adoptive/foster parents and DHHS Personnel are required to have both a State and federal fingerprint check completed.

The following must be printed on each fingerprint card in the designated areas, along with the individual's identifying information:

<u>Employer and Address</u>	<u>OCA</u>	
DHHS Criminal Record Check Unit	DOCD00000	(child care)
2201 Mail Service Center	DSSFOSP01	(foster care)
Raleigh, NC 27699-2201	DHHSAP000	(adoption)

Reason Fingerprinted Section

Each program has its own identifying title and North Carolina General Statute (NCGS) reference that is required to be printed on the fingerprint card. Please print the following titles and NCGS reference that corresponds with the type of applicant you are fingerprinting.

Child Care

Child Care Provider
NCGS 110-90.2 **State and Federal**

Foster Care

Foster Parent
NCGS 131D-10.3A **State and Federal**
(State and federal check required for all applicants)

Adoption

Adoptive Parent

NCGS 114-19.7 & 48-3-309 **State and Federal**

(State and federal check required for all applicants)

Signature of Official Taking Fingerprints Section

Please include the name of fingerprinting technician. If no name is entered, please type in the name of your agency or county.

Certification of Form

The official taking the fingerprints must sign the original copy of the *Electronic Fingerprint Submission Release of Information* form to certify (by seal or stamp) that the fingerprints were taken. The *certified* form must be given to the individual.

You will not be asked to assist the individual if they do not have the correct forms. If an individual requests to have their fingerprints taken by Live Scan, but doesn't have the required paperwork, we suggest they call our office or refer to their instructions.

Contact Information

If you have any questions, please feel free to contact the DHHS Criminal Record Check Unit at (919) 527-6620 or 1-800-859-0829 (in state calls only).

CHILD CARE:

Pat Andrews

Sherrie Hunt

FOSTER CARE:

Sheryl McNeill

Tamika Conyers

ADOPTION:

Sheryl McNeill

Tamika Conyers

DHHS Personnel:

Sheryl McNeill

Barbara Beasley